



**SUBSTANTIAL AMENDMENT TO THE CONSOLIDATED PLAN 2008 ACTION PLAN FOR THE  
HOMELESSNESS PREVENTION AND RAPID RE-HOUSING PROGRAM (HPRP)**

**A. General Information**

<b>Grantee Name</b>	City of Hayward
<b>Department Administering Funds</b>	Office of the City Manager
<b>HPRP Contact Person</b>	Anne Culver
<b>Title</b>	Social Services Planning Manager
<b>Address 1</b>	777 B Street
<b>Address 2</b>	Neighborhood Services Division
<b>City, State, Zip Code</b>	Hayward CA 94541
<b>Telephone</b>	510-583-4238
<b>Fax</b>	510-583-3650
<b>Email Address</b>	anne.culver@hayward-ca.gov
<b>Authorized Official</b>	Greg Jones
<b>Title</b>	City Manager
<b>Address 1</b>	777 B Street
<b>Address 2</b>	Office of the City Manager
<b>City, State, Zip Code</b>	Hayward CA 94541
<b>Telephone</b>	510-583-4305
<b>Fax</b>	510-583-3601
<b>Email Address</b>	greg.jones@hayward-ca.gov
<b>Website address where this form is posted for public review:</b>	www.hayward-ca.gov

  

<b>Amount Grantee is Eligible to Receive:</b>	\$703,342.00
<b>Amount Grantee is Requesting:</b>	\$703,342.00

## **B. Citizen Participation and Public Comment**

### **1. Briefly describe how the grantee followed its Citizen Participation Plan regarding the proposed substantial amendment (250 words):**

The City's Citizen Participation Plan requires public notice of a proposed amendment and opportunities for public comment.

3/13/09: Notice was published in the Daily Review newspaper, announcing the 4/21/09 Public Hearing when City Council would make a determination about the submission of an Action Plan amendment to allow the City to receive Homelessness Prevention Funds.

3/18/09: The Citizens Advisory Commission (CAC) discussed the purpose of Homelessness Prevention Funds, and the development of a county-wide coordinated strategy for utilization of those funds. Staff's presentation included estimated amounts of Hayward's allocation proposed to be used for Homelessness Prevention and Rapid Re-housing activities, and the process for procuring subrecipients. The CAC approved a motion recommending that City Council authorize the submission of an Action Plan amendment to support the proposed activities.

4/1/09: Special Public Meeting at City Hall to solicit community input regarding the City's proposed use of ESG/Homelessness Prevention Funds. Attendees included Hayward residents, representatives from nonprofit agencies, members of the City's Human Services Commission, Citizens Advisory Commission, and City Council.

4/7/09: City Council conducted a public Work Session meeting, during which the proposed use of Homelessness Prevention Funds was discussed.

4/21/09: City Council Public Hearing, during which the proposed strategy for utilization of Homelessness Prevention Funds was discussed. City Council authorized an Action Plan amendment to allow the City to receive Homelessness Prevention Funds.

5/6-17/09: The entire Action Plan Amendment was noticed in the Daily Review newspaper, and posted on the City's website, with paper copies available upon request. (248 words)

### **2. Provide the appropriate response regarding this substantial amendment by checking on of the following options:**

- ☐ Grantee did not receive any public comments.
- ☒ Grantee received and accepted all public comments.
- ☐ Grantee received public comments and did not accept one or more of the comments.

**3. Provide a summary of the public comments regarding this substantial amendment. Include a summary of any comments or views that were not accepted and the reasons for non-acceptance.**

As noted in B.1., above, there were several opportunities to submit public comments related to the Action Plan amendment. Public comments were submitted in person by members of the community at various meetings and by email.

Sergio Morales, an employee of the Tiburcio Vasquez Health Center, suggested that the City should encourage nonprofit agencies to work in partnership with other agencies to alleviate homelessness. He also suggested that services and outreach (such as meetings) to promote those services and programs should be located in Hayward's lower income neighborhoods so that residents could access services at locations proximate to their residences.

Sara Lamnin, a Citizens Advisory Commissioner and an employee of the Lincoln Child Center, suggested that the City should build on existing models of service, and not "reinvent the wheel." She suggested that there are existing programs and collaborative models that could be quickly enhanced and strengthened rather than using up time and resources developing new services with new providers.

Vincent Chiang, an employee of 4-C's of Alameda County, suggested that the City bear in mind that lower-income families rely on affordable sources of childcare, and that the City consider providing childcare vouchers or otherwise support the provision of affordable childcare.

Peggy Guernsey, a Citizens Advisory Commissioner, agreed with Mr. Chiang, adding that in this (currently unstable) economy, parents shouldn't be forced to decline part-time or full-time employment opportunities due to lack of affordable childcare.

Sheila Burks, a Citizens Advisory Commissioner, suggested that the City coordinate with the Housing Authority, to explore ways that ESG/Homelessness Prevention funds could be leveraged.

Dawn Valdez, an employee of the Davis Street Family Resource Center, encouraged the City to consider creative ways to utilize the funds to assist shelter residents move into permanent housing, for example, by providing move-in deposits, moving expenses, and rent subsidies, if necessary.

Louis Chicoine, an employee of Abode Services, submitted a written comment (by email) that expressed his agency's interest in providing rapid re-housing and shelter diversion services funded by Homelessness Prevention Funds.

Cate Steane, an employee of the Family Emergency Shelter Coalition, submitted a written comment (by email) pointing out that the needs of the Hayward area's lowest-income families have been unaffected by the current economic crisis. She recommended that the City's strategy include services for families that were at-risk or homeless before the economic crisis began.

## C. Distribution and Administration of Funds

Reminder: The HPRP grant will be made by means of a grant agreement executed by HUD and the grantee. The three-year deadline to expend funds begins when HUD signs the grant agreement. Grantees should ensure that sufficient planning is in place to begin to expend funds shortly after grant agreement.

**1. Check the process(es) that the grantee plans to use to select subgrantees. Note that a subgrantee is defined as the organization to which the grantee provides HPRP funds.**

- ☒ Competitive Process
- ☐ Formula Allocation
- ☒ Other (specify): Requests for Qualifications (RFQ) and/or Noncompetitive Proposals

**2. Briefly describe the process(es) indicated in question 1 above (250 words).**

The City will develop written specifications for each type of activity proposed to receive HPRP funding, including outcomes desired and examples of specific qualifications sought in applicants for HPRP funding.

The competitive procurement process for selecting nonprofit agencies will include consideration of nonprofit agencies that submitted applications to the City's FY 2009-10 Social Services and CDBG grant programs. Each applicant's qualifications/experience, ability to meet the City's contracting standards, capacity to meet HUD's reporting requirements, and reasonableness of the proposed cost per unit or type of service will be thoroughly evaluated against the HPRP program guidelines and the written project specifications. Additional measures to ensure timely and competitive selection of subrecipients are described below (in the response to question #3).

In order to ensure adequate outreach to individuals who could be eligible for HPRP-funded services, the City is likely to contribute some funding to a centralized information and referral service utilizing the County's existing 2-1-1 service and to broad-based outreach efforts carried out by *EveryOne Home*, an organization facilitating county-wide coordination efforts. These services will be procured using a non-competitive process due to the availability of only one provider to provide each of these services. Similarly, the City will subcontract with Alameda County Housing and Community Development (HCD) Department to make necessary changes to the HMIS system in order to accommodate this program. HCD currently operates the existing HMIS system in the County. (232 words)

**3. Briefly describe the process the grantee plans to use, once HUD signs the grant agreement, to allocate funds available to subgrantees by September 30, 2009, as required by the HPRP Notice (250 words).**

Determinations regarding allocations to subrecipients will be made in consultation and coordination with other Alameda County jurisdictions in order to create an HPRP system that 1) serves local needs, 2) tightly complements the existing homeless services infrastructure, and 3) is easily accessible throughout the County.

In order to facilitate the timely selection of qualified service providers, on a case-by-case basis the City may choose to accept competitive procurement processes of other Alameda County ESG-funded jurisdictions in lieu of facilitating discrete City procurement processes. This is likely in instances in which it would be most efficient and effective for multiple jurisdictions to jointly fund a program or service. As necessary, the City will publicly notice and undertake competitive funding processes, initiate Requests for Qualifications, or administer noncompetitive (i.e., sole source) procurement processes in order to meet the program's objectives and implementation schedule.

The amount of costs to be allocated to the 2-1-1 system, outreach efforts, and HMIS upgrades is estimated at not more than 15% of the City's allocation. This figure reflects an estimate achieved by applying a formula mutually agreed upon by participating jurisdictions within Alameda County. The City will share up to 5% of the total grant amount with subrecipients to pay for administrative costs. (206 words)

**4. Describe the grantee's plan for ensuring the effective and timely use of HPRP grant funds on eligible activities, as outlined in the HPRP Notice. Include a description of how the grantee plans to oversee and monitor the administration and use of its own HPRP funds, as well as those used by subgrantees (500 words).**

Effective Use of Funds

The County-wide HPRP program is designed to target resources to assist those most likely to remain stably housed as a result of HPRP's services. The City will participate in and contribute to ongoing inter-jurisdictional evaluation of program tools and strategy to refine the HPRP model as it is implemented.

The needs of homeless people vary throughout Alameda County depending on local resources, so it will be important to identify and provide funding for services that closely match local needs. Participating jurisdictions have mutually agreed that coordination of services – i.e., case management – should be provided at various locations throughout the county so that clients may receive services at places that are proximate to their existing locations.

Participating jurisdictions agreed that the existing, free, centralized 2-1-1 social services hotline should be enhanced to interrelate with the HMIS system and serve as the point of access for homeless and homeless prevention services, including those supported by HPRP funding. Clients may self-refer to 2-1-1, or may be referred by public agencies, community centers, social services agencies, etc.

When the enhanced 2-1-1 system is up and running, the 2-1-1 responder will conduct a brief, focused assessment to determine the most appropriate location for the client to receive services, and facilitate an initial referral where a more comprehensive risk assessment will be conducted by a case manager. Based on the results of the risk assessment, one-time, short and medium term rental assistance, and housing locator services may be applied to prevent homelessness and/or to rapidly re-house those who have become homeless. Other services available to be integrated into a case plan include legal services, credit repair, shelter, employment, healthcare, child care, etc.

### Timely Use of Funds:

Participating jurisdictions designed an HPRP system that is intended to 1) quickly and accurately assess a client's risk factors and 2) promptly assemble an individualized cluster of resources and services to engage and stabilize the client.

The City has begun to identify sites where case managers could be stationed, and to develop written service specifications in preparation for HUD's approval of the City's Action Plan amendment. Nonprofit agencies from the existing homeless services network in Alameda County are being preliminarily identified as likely HPRP service providers in the regions where they are located. This will ensure that agencies that serve local and special needs populations will be represented among those agencies ultimately selected to receive HPRP funding.

It is intended that in instances in which projects are jointly funded by two or more participating jurisdictions, that "lead" jurisdictions will be identified, so that monitoring, outcomes tracking, and performance reporting may be streamlined and accomplished using existing staff resources. Other strategies to consolidate or eliminate duplicative administrative layers are being explored. (454 words)

### **D. Collaboration**

- 1. Briefly describe how the grantee plans to collaborate with the local agencies that can serve similar target populations, which received funds under the American Recovery and Reinvestment Act of 2009 from other Federal agencies, including the U.S. Departments of Education, Health and Human Services, Homeland Security, and Labor (limit 250 words).**

The City's CDBG program (including projects intended to be funded using CDBG-R funds) currently coordinates with neighboring jurisdictions to jointly fund programs and projects that serve similar populations and this practice will continue as the HPRP program is implemented.

The City will continue to collaborate with other Alameda County jurisdictions and the Alameda County Social Services Agency to utilize HPRP funding to attract as much additional, ARRA-authorized TANF funding to the county as possible to assist eligible recipients.

Clients who are eligible for assistance under the HPRP program will receive referrals to affordable housing opportunities, funded by local CDBG and HOME programs, as well as resources offered by other programs (e.g., Earned Income Tax Credit, Child Tax Credit, etc.).

There will be focused outreach to the local Employment Development Department sites to ensure that EDD staff are knowledgeable about the services available through the HPRP program - and vice versa - so that clients are quickly referred between those programs for services for which they are eligible. (167 words)



**2. Briefly describe how the grantee plans to collaborate with appropriate Continuum(s) of Care and mainstream resources regarding HPRP activities (limit 250 words).**

The Alameda County Continuum of Care (15 jurisdictions) facilitated a series of meetings in recent months to design a collaborative HPRP model. Currently, homelessness prevention services within the County are loosely networked and unable to provide a seamless, comprehensive range of services to meet the various needs of individual families. Resources available from HPRP create opportunity and incentive for the Continuum of Care to 1) revise the County's service delivery model to centralize and improve coordination of existing, currently funded services, and 2) identify and create programs to fill gaps in the range of services.

The opportunities afforded by HPRP are being developed amid unusually difficult financial circumstances that have challenged jurisdictions to identify programs that are the most vital and effective, to suspend or discontinue lower priorities, and to articulate measurable, realistic expectations. In accordance with HUD's 3/19/09 Notice, participating jurisdictions will focus HPRP-funded assistance to people who are homeless or most at-risk for homelessness and likely to remain stably housed when HPRP assistance has concluded.

Realistically however, most of those assisted will continue to manage factors that periodically put them at risk for homelessness (e.g., mental health issues, underemployment, etc.). HPRP-funded activities can't resolve the multitude of factors that can cause homelessness. Therefore, the long-term effectiveness of the HPRP program relies substantially on the ongoing services funded from other, mainstream sources. Services funded from other sources that will be integrated into the HPRP model include legal services, benefits advocacy, mental health, substance abuse, childcare, and employment services. (249 words)

**3. Briefly describe how HPRP grant funds for financial assistance and housing relocation / stabilization services will be used in a manner that is consistent with the grantee's Consolidated Plan (limit 250 words).**

HPRP funding would be used to expand or create eligible programs that support the City's highest priorities, articulated as follows in its Consolidated Plan:

**Homeless Priority:** Maintain, improve and expand (as needed) the capacity of the housing, shelter and services for homeless individuals and families including integrated employment services and other services...The City will work with interagency and interjurisdictional organizations to seek funds for homeless and support services, as well as, to encourage healthcare, job training, and social services agencies, to include homeless people in their service clientele.

**Homelessness Prevention Priority:** Maintain and expand activities designed to prevent those who are currently housed from becoming homeless... The City will continue to fund activities that assist currently housed people and families who are at-risk for homelessness. (125 words)

## E. Estimated Budget Summary

HUD requires the grantee to complete the following table so that participants in the citizen participation process may see the grantee's preliminary estimated amounts for various HPRP activities. Enter the estimated budget amounts for each activity in the appropriate column and row. The grantee will be required to report actual amounts in subsequent reporting.

<b>HPRP Budget Summary</b>			
	<b>Homelessness Prevention</b>	<b>Rapid Re-Housing</b>	<b>Total Amount Budgeted</b>
Financial Assistance <sup>1</sup>	158,496.00	158,496.00	<b>316,992.00</b>
Housing Relocation and Stabilization Services <sup>2</sup>	140,600.00	140,600.00	<b>281,200.00</b>
<b>Subtotal</b>	<b>298,925.00</b>	<b>298,925.00</b>	<b>597,850.00</b>
Data Collection and Evaluation <sup>3</sup>			<b>70,000.00</b>
Administration (up to 5% of allocation) <sup>4</sup>			<b>35,150.00</b>
<b>Total HPRP Amount Budgeted</b>			<b>703,342.00</b>

1 - Financial assistance includes the following activities as detailed in the HPRP Notice: short-term rental assistance, medium-term rental assistance, security deposits, utility deposits, utility payments, moving cost assistance, and motel or hotel vouchers.

2 - Housing relocation and stabilization services include the following activities as detailed in the HPRP Notice: case management, outreach, housing search and placement, legal services, mediation, and credit repair.

3 - Data collection and evaluation includes costs associated with operating HUD-approved homeless management information systems for purposes of collecting unduplicated counts of homeless persons and analyzing patterns of use of HPRP funds.

4 - This amount must match the amount entered in the cell on the table in Section A titled "Amount Grantee is requesting."

## F. Authorized Signature

By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete, and accurate to the best of my knowledge. I also provide the required assurances and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001).

\_\_\_\_\_  
Greg Jones, City Manager

\_\_\_\_\_  
Date

City of Hayward  
777 B Street  
Hayward CA 94541